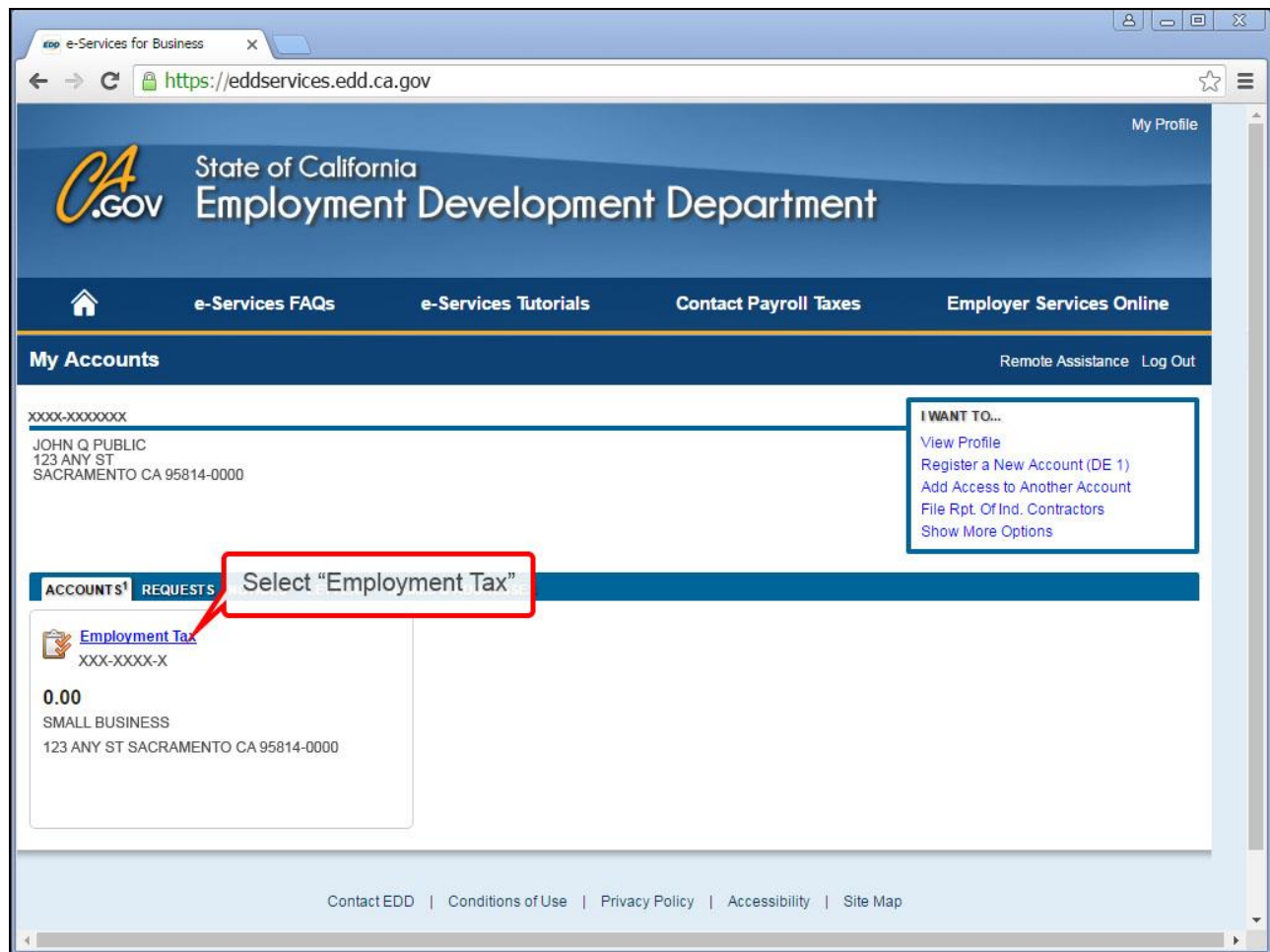

I Want to Adjust a:

- *Quarterly Contribution Return and Report of Wages (DE 9)*
- *Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)*

Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. This tutorial will show you how to adjust a tax return or wage report should you identify corrections that need to be made. We will begin at the e-Services for Business home page.



Slide notes

This is the e-Services for Business home page. Select the "Employment Tax" hyperlink for the account for which you would like to adjust a return.

The screenshot displays the EDD e-Services for Business interface. At the top, the header includes the CA.Gov logo and the text 'State of California Employment Development Department'. Below this is a navigation bar with links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. The main content area shows the user's account information: 'My Accounts » Account: XXX-XXXX-X'. A sidebar on the right, titled 'I WANT TO...', contains links for 'Make a Payment', 'File or Adjust a Return', 'View My Payments', 'Update Account', and 'Show More Options'. The main content area also displays 'EMPLOYMENT TAX XXX-XXXX-X' and 'SMALL BUSINESS' details. Below this is a tabbed interface with 'PERIODS', 'REQUESTS', 'ACTIVITY', and 'ADDRESSES'. The 'PERIODS' tab is active, showing a table of 'ATTENTION NEEDED' returns. The table has columns for 'Period', 'Return Status', 'Balance', and 'Messages'. The first row shows a return for '31-Mar-2016' with a status of 'Multiple Returns' and a balance of '0.00'. A red box highlights the 'Last 3 Years' filter option, with a callout saying 'Select "Last 3 Years"'. The footer contains links for 'Contact EDD', 'Conditions of Use', 'Privacy Policy', 'Accessibility', and 'Site Map', along with a copyright notice for 2016 State of California.

State of California
Employment Development Department

My Accounts » Account: XXX-XXXX-X

EMPLOYMENT TAX XXX-XXXX-X

SMALL BUSINESS
123 ANY ST
SACRAMENTO CA 95814-0000

I WANT TO...

- Make a Payment
- File or Adjust a Return
- View My Payments
- Update Account
- Show More Options

Select "Last 3 Years"

PERIODS REQUESTS ACTIVITY ADDRESSES

Attention Needed¹ Last 3 Years All

ATTENTION NEEDED

Period	Return Status	Balance	Messages
31-Mar-2016	Multiple Returns	0.00	File Return

31-Mar-2016 Multiple Returns Return List Pay 0.00 File Return

Contact EDD | Conditions of Use | Privacy Policy | Accessibility | Site Map

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Slide notes

This is the e-Services for Business Account page. You can view periods where attention is needed, the last three years, or all filing history for this account. In this example, we select "Last 3 Years."

State of California
Employment Development Department

My Accounts » Account: XXX-XXXX-X

EMPLOYMENT TAX XXX-XXXX-X

SMALL BUSINESS
123 ANY ST
SACRAMENTO CA 95814-0000

I WANT TO...

- Make a Payment
- File or Adjust a Return
- View My Payments
- Update Account
- Show More Options

PERIODS REQUESTS ACTIVITY NOTICES⁰ LETTERS⁸ NAMES & ADDRESSES

Attention Needed¹ [Last 3 Years](#) All

LAST 3 YEARS

Period	Return Status	Return List	Pay	Balance	Messages
30-Jun-2016	Multiple Returns	Return List	Pay	0.00	
31-Mar-2016	Multiple Returns	Return List	Pay	0.00	File Return
31-Dec-2015	Multiple Returns	Return List	Pay	0.00	
30-Sep-2015	Multiple Returns	Return List	Pay	0.00	
30-Jun-2015	Multiple Returns	Return List	Pay	0.00	
31-Mar-2015	Multiple Returns	Return List	Pay	0.00	
31-Dec-2014	Multiple Returns	Return List	Pay	0.00	
30-Sep-2014	Multiple Returns	Return List	Pay	0.00	

Select "Return List"

Slide notes

Select the "Return List" hyperlink for the period you wish to adjust.

Request

Received Date	Due Date	View Return	Wage Report	Processed
04-Jan-2016	01-Feb-2016	View Return	Tax Return	Processed
04-Jan-2016	01-Feb-2016	View Return	File Now	Wage Report
		File Now	Tax Return	

4 Rows

I WANT TO...

- [Make a Payment](#)
- [File or Adjust a Return](#)
- [View My Payments](#)
- [Update Account](#)
- [Show More Options](#)

LAST 3 YEARS

Period	Return Status	Return List	Pay	Balance	Messages
30-Jun-2016	Multiple Returns	Return List	Pay	0.00	
31-Mar-2016	Multiple Returns	Return List	Pay	0.00	File Return
31-Dec-2015	Multiple Returns	Return List	Pay	0.00	
30-Sep-2015	Multiple Returns	Return List		0.00	
30-Jun-2015	Multiple Returns	Return List		0.00	
31-Mar-2015	Multiple Returns	Return List		0.00	
31-Dec-2014	Multiple Returns	Return List		0.00	
30-Sep-2014	Multiple Returns	Return List		0.00	

Slide notes

Select "View Return" next to the processed Tax Return.

State of California
Employment Development Department

My Accounts » Account: XXX-XXXX-X » **Tax Return - 31-Dec-2015** Remote Assistance Log Out

TAX RETURN [Change](#) [Print](#)

Taxpayer ID : XXXX-XXXXXX
Name : SMALL BUSINESS
Employment Tax : XXX-XXXX-X
Period : 31-Dec-2015
Due : 01-Feb-2016
Received : 04-Jan-2016
Status : Processed

31-Dec-2015 Tax Return

Form Type: Quarterly Contribution Return and Report of Wages (DE 9)

Step 1: Select an option
☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: Enter Wage Information
[Instructions](#)

Total Subject Wages Paid this Quarter 6,720.00

Slide notes

Here we can see the previously filed Tax Return with the figures already prepopulated. Now, select "Change" to adjust the return.

Form Type: Quarterly Contribution and Wage Adjustment Form (DE 9ADJ)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: Enter Wage Information

[Instructions](#)

Total Subject Wages Paid this Quarter					1000.00
Unemployment Insurance (UI)	UI %		UI Wages	=	UI Contributions
Total employee wages up to \$7000 per employee per calendar year.	6.20	x	0.00	=	0.00
Employment Training Tax (ETT)	ETT %		ETT Wages	=	ETT Contributions
Total employee wages up to \$7000 per employee per calendar year.	0.00	x	0.00	=	0.00
State Disability Insurance (SDI)	SDI %		SDI Wages	=	SDI Contribution
Total employee wages up to \$104378 per employee per calendar year.	0.90	x	1000.00	=	9.00
Personal Income Tax (PIT) Withheld					0.00
Subtotal (Sum of UI, ETT, SDI and PIT)					9.00
Less: Contributions and Withholdings Paid for the Quarter					9.00
Does not include Penalty & Interest payments.					
Total Taxes Due or Overpaid					9.00

Step 3: Other Options

☐ Supplemental ☒ Amended

Reason for Adjustment

Required

Submit Cancel

Slide notes

Enter the Closed Caption Text

The fields Total Subject Wages Paid this Quarter, UI Wages, SDI Wages, SDI Contribution, Personal Income Tax (PIT) Withheld, and Less Contributions and Withholdings Paid for the Quarter are now editable. Complete the form with your new wage and contribution information.

Form Type: Quarterly Contribution and Wage Adjustment Form (DE 9ADJ)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: Enter Wage Information

[Instructions](#)

Total Subject Wages Paid this Quarter

Unemployment Insurance (UI) Total employee wages up to \$7000 per employee per calendar year.	UI % 6.20	x	UI Wages 7,000.00	=	UI Contributions 434.00
Employment Training Tax (ETT) Total employee wages up to \$7000 per employee per calendar year.	ETT % 0.00	x	ETT Wages 7,000.00	=	ETT Contributions 0.00
State Disability Insurance (SDI) Total employee wages up to \$104378 per employee per calendar year.	SDI % 0.90	x	SDI Wages 7,000.00	=	SDI Contribution 63.00
Personal Income Tax (PIT) Withheld					<input type="text" value="100.00"/>
Subtotal (Sum of UI, ETT, SDI and PIT)					597.00
Less: Contributions and Withholdings Paid for the Quarter Does not include Penalty & Interest payments.					<input type="text" value="0.00"/>
Total Taxes Due or Overpaid					597.00

Step 3: Other Options

☐ Supplemental

☒ Amended

Required

Slide notes

The "Reason for Adjustment" field is required. Enter your reason for adjusting the tax return.

Form Type: Quarterly Contribution and Wage Adjustment Form (DE 9ADJ)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: Enter Wage Information

[Instructions](#)

Total Subject Wages Paid this Quarter

Unemployment Insurance (UI) Total employee wages up to \$7000 per employee per calendar year.	UI % 6.20	x	UI Wages 7,000.00	=	UI Contributions 434.00
Employment Training Tax (ETT) Total employee wages up to \$7000 per employee per calendar year.	ETT % 0.00	x	ETT Wages 7,000.00	=	ETT Contributions 0.00
State Disability Insurance (SDI) Total employee wages up to \$104378 per employee per calendar year.	SDI % 0.90	x	SDI Wages 7,000.00	=	SDI Contribution 63.00
Personal Income Tax (PIT) Withheld					<input type="text" value="100.00"/>
Subtotal (Sum of UI, ETT, SDI and PIT)					<input type="text" value="597.00"/>
Less: Contributions and Withholdings Paid for the Quarter Does not include Penalty & Interest payments.					<input type="text" value="0.00"/>
Total Taxes Due or Overpaid					<input type="text" value="597.00"/>

Step 3: Other Options

☐ Supplemental ☒ Amended

Required

Select "Submit"

Slide notes

Select "Submit."

e-Services for Business

https://eddservices.edd.ca.gov

Form Type: Quarterly Contribution and Wage Adjustment Form (DE 9ADJ)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: Enter Wage Information

Instructions

Total Subject Wages Paid this Quarter 7,000.00

Unemployment Insurance (UI) UI % 6.20 x UI Wages 7,000.00 = UI Contributions 434.00

Employment Training Tax (ETT) ETT % x ETT Wages = ETT Contributions 0.00

State Disability Insurance (SDI) Contribution 63.00

Personal Income Tax (PIT) Withholding 100.00

Subtotal (Sum of UI, ETT, SDI and PIT) 597.00

Less: Contributions and Withholdings Paid for the Quarter 0.00

Total Taxes Due or Overpaid 597.00

Step 3: Other Options

☐ Supplemental ☒ Amended Miscalculated wages

Submit Cancel

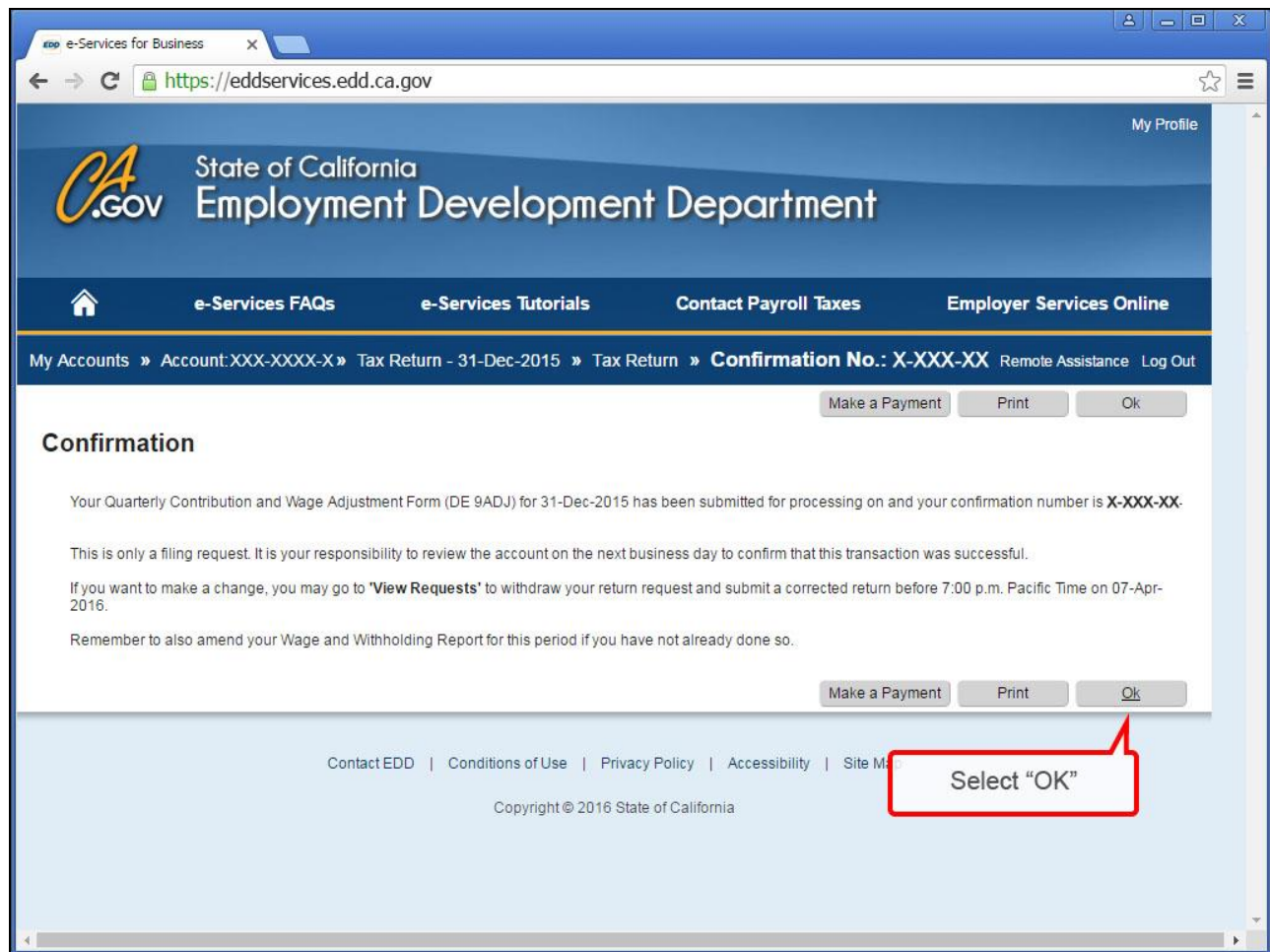
Are you sure you want to submit this request?

Ok Cancel

Select "OK"

Slide notes

Are you sure you want to submit this request? Select "OK."



Slide notes

Here is your confirmation number for the form you completed. You can print a copy for your records, and then select "OK" to continue.

State of California
Employment Development Department

My Accounts » **Account: XXX-XXXX-X**

Account Last Updated: 06-Apr-2016 3:37:58

EMPLOYMENT TAX XXX-XXXX-X

SMALL BUSINESS
123 ANY ST
SACRAMENTO CA 95814-0000

Outstanding balance: \$597.00

I WANT TO...

- Make a Payment
- File or Adjust a Return
- View My Payments
- Update Account
- Show More Options

PERIODS REQUESTS ACTIVITY NOTICES⁰ LETTERS⁸ NAMES & ADDRESSES

Attention Needed² **Last 3 Years** All

LAST 3 YEARS [Show Detail](#) [Filter](#)

Period	Return Status	Return List	Balance	Messages
30-Jun-2016		Return List	0.00	
31-Mar-2016	Multiple Returns	Return List	0.00	
31-Dec-2015	Multiple Returns	Return List	597.00	Make a Payment
30-Sep-2015	Multiple Returns	Return List	0.00	
30-Jun-2015	Multiple Returns	Return List	0.00	
31-Mar-2015	Multiple Returns	Return List	0.00	
31-Dec-2014	Multiple Returns	Return List	0.00	
30-Sep-2014	Multiple Returns	Return List	0.00	

Slide notes

Now, we are going to adjust a previously filed Wage Report. Select the "Return List" hyperlink for the period you wish to adjust.

The screenshot shows the EDD e-Services for Business portal. A modal window titled "Request" is open, displaying a "RETURN LIST" table. A red box highlights the "View Return" link for the first row, which is a "Wage Report" with a status of "Processed". The background shows the main portal navigation and a "LAST 3 YEARS" table.

Received Date	Due Date	Return	Status
04-Jan-2016	01-Feb-2016	Wage Report	Processed
07-Apr-2016	01-Feb-2016	Tax Return	Pending...

4 Rows

Slide notes

Select the "View Return" next to the processed Wage Report.

State of California
Employment Development Department

My Accounts » Account: XXX-XXXX-X » **Wage Report - 31-Dec-2015**

WAGE REPORT

Taxpayer ID : XXXX-XXXXXX
Name : SMALL BUSINESS
Employment Tax : XXX-XXXX-X
Period : 31-Dec-2015
Due : 01-Feb-2016
Received : 04-Jan-2016
Status : Processed

31-Dec-2015 Wage Report

Form Type: Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: [View Wages](#)

Number of Employees	Wage Detail Totals
Employees full-time and part-time who worked during or received	Total Subject Wages
	\$6,720.00

Slide notes

Here we can see the previously filed Wage Report with the figures already prepopulated. Now, we are going to select “Change” to adjust the report.

31-Dec-2015 Wage Report for XXX-XXXX-X

Form Type: Quarterly Contribution and Wage Adjustment Form (DE 9ADJ)

Step 1: Select an option

☒ I Have Payroll **Select "Enter Wages"** ☐ No Payroll to Report

Step 2: [Enter Wages](#) or [Import File \(CSV Instructions\)](#)

Complete Wage Information

Number of Employees
Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

1st Month	2nd Month	3rd Month
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

☐ Voluntary DI Wages

Amended Grand Totals
Report the correct grand totals for all employees, not just the amended employees.

Total Subject Wages	<input type="text" value="Required"/>
Total PIT Wages	<input type="text" value="Required"/>
Total PIT Withheld	<input type="text" value="Required"/>
Wage Item Count	<input type="text" value="Required"/>

Submit Save and Finish Later Save and Continue Cancel

Slide notes

Select the "Enter Wages" hyperlink.

e-Services for Business

https://eddservices.edd.ca.gov

My Accounts » Account » Wage Report - 31-Dec-2015 » Wage Report

Submit Save and Finish Later Save and Continue Cancel

31-Dec-2015 Wage Report for XXX-XXXX-X

Form Type: Quarterly Contribution and Wage Adjustment Form (DE 9ADJ)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report



Report only the wage lines being corrected in the wage detail table.

[Instructions](#)

You may report multiple Wage Plan Codes on the same return if your account is subject to both Unemployment Insurance and Disability Insurance.

WAGE DETAIL

1 - 1 of 1 [Show Errors](#) [Filter](#)

	SSN	First Name	M.I.	Last Name	Subject Wages	PIT Wages	PIT Withheld	Wage Plan Code
								S

OK Cancel

Total Subject Wages *Required*

Total PIT Wages *Required*

Total PIT Withheld *Required*

Wage Item Count *Required*

Submit Save and Finish Later Save and Continue Cancel

Slide notes

Complete the form with your new wage information. Select "OK" to continue.

e-Services for Business

https://eddservices.edd.ca.gov

My Accounts » Account » Wage Report - 31-Dec-2015 » **Wage Report** Remote Assistance Log Out

Submit Save and Finish Later Save and Continue Cancel

31-Dec-2015 Wage Report for XXX-XXXX-X

Form Type: Quarterly Contribution and Wage Adjustment Form (DE 9ADJ)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: [Edit Wages](#) or [Import File \(CSV Instructions\)](#) [Clear All Wages](#)

Number of Employees
Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

1st Month 2nd Month 3rd Month

☐ Voluntary DI Wages

Amended Grand Totals
Report the correct grand totals for all employees, not just the amended employees.

Total Subject Wages	<input type="text" value="Required"/>	Required
Total PIT Wages	<input type="text" value="Required"/>	
Total PIT Withheld	<input type="text" value="Required"/>	
Wage Item Count	<input type="text" value="Required"/>	

Step 3: Other Options

☐ Supplemental ☒ Amended Reason (specify):

Slide notes

You now must complete the “Amended Grand Totals” section. Report the correct grand totals for all employees, not just the amended employees.

My Accounts » Account » Wage Report - 31-Dec-2015 » **Wage Report** Remote Assistance Log Out

Submit Save and Finish Later Save and Continue Cancel

31-Dec-2015 Wage Report for XXX-XXXX-X

Form Type: Quarterly Contribution and Wage Adjustment Form (DE 9ADJ)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: [Edit Wages](#) or [Import File \(CSV Instructions\)](#) [Clear All Wages](#)

Number of Employees
Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

1st Month	2nd Month	3rd Month
1	1	1

☐ Voluntary DI Wages

Amended Grand Totals
Report the correct grand totals for all employees, not just the amended employees.

Total Subject Wages	7,000.00
Total PIT Wages	7,000.00
Total PIT Withheld	100.00
Wage Item Count	1

Step 3: Other Options

☐ Supplemental ☒ Amended

Slide notes

Here you will enter your reason for adjusting this wage report.

31-Dec-2015 Wage Report for XXX-XXXX-X

Form Type: Quarterly Contribution and Wage Adjustment Form (DE 9ADJ)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: [Edit Wages](#) or [Import File](#) (CSV Instructions) [Clear All Wages](#)

Number of Employees
Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

1st Month	2nd Month	3rd Month
1	1	1

☐ Voluntary DI Wages

Amended Grand Totals
Report the correct grand totals for all employees, not just the amended employees.

Total Subject Wages	7,000.00
Total PIT Wages	7,000.00
Total PIT Withheld	100.00
Wage Item Count	1

Step 3: Other Options

☐ Supplemental ☒ Amended ☐ Miscalculated ages

Slide notes

When this is completed, select “Submit.”

31-Dec-2015 Wage Report for XXX-XXXX-X

Form Type: Quarterly Contribution and Wage Adjustment Form (DE 9ADJ)

Step 1: Select an option

☒ I Have Payroll to Report ☐ No Payroll to Report

Step 2: [Edit Wages](#) or [Import File \(CSV Instructions\)](#) [Clear All Wages](#)

Number of Employees

Employees full-time and part-time who pay subject to UI for the payroll period the month.

1st Month	2nd Month	3rd Month
1	1	

☐ Voluntary DI Wages

Amended Grand Total

Report the correct grand total for amended employees.

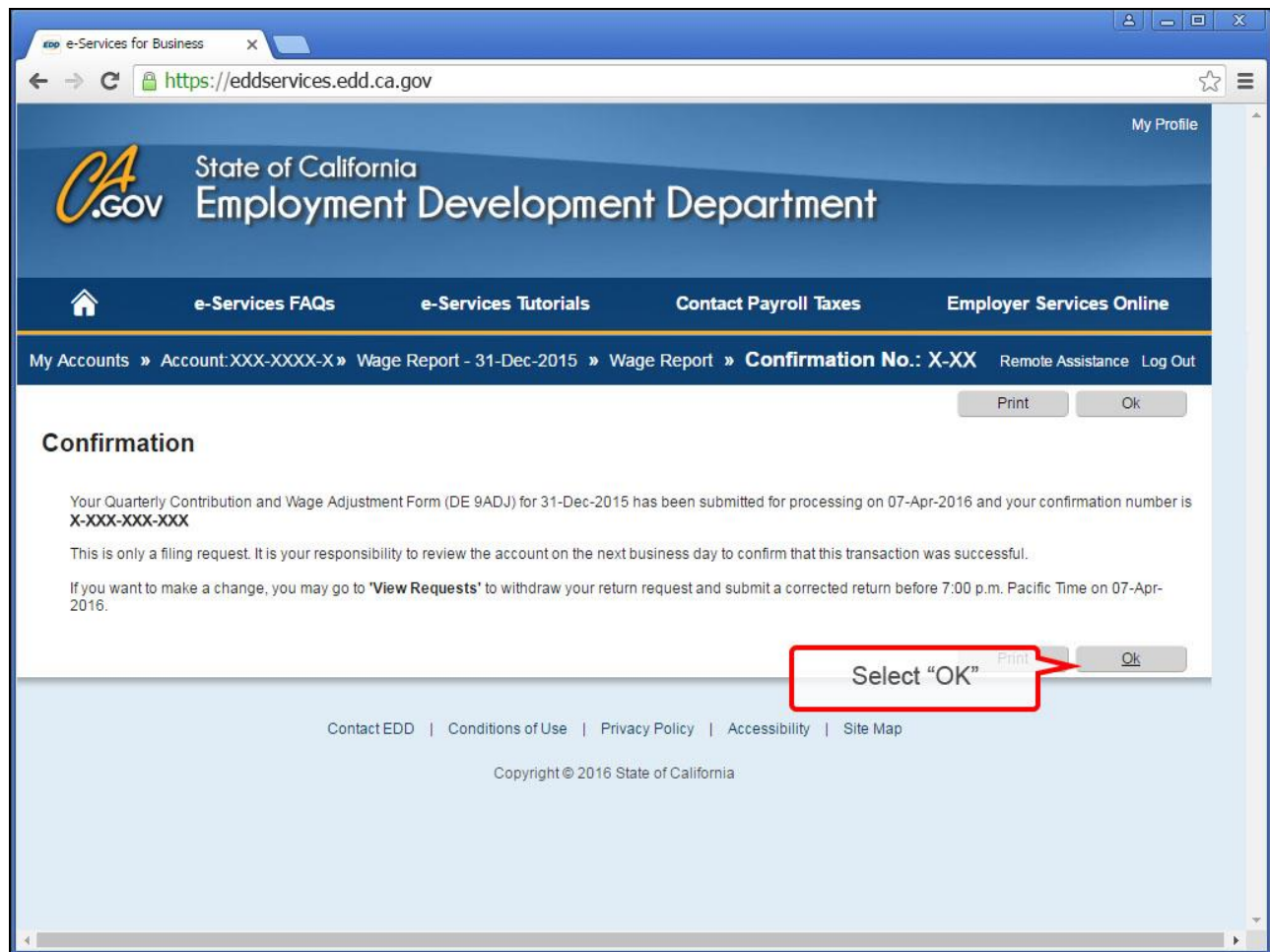
Total Subject Wages	7,000.00
Total PIT Wages	7,000.00
Total PIT Withheld	100.00
Wage Item Count	1

Step 3: Other Options

☐ Supplemental ☒ Amended

Slide notes

Are you sure you want to submit this request? Select "OK."



Slide notes

Here is your confirmation number for the form you completed. You can print a copy for your records, and then select "OK" to continue.

Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Slide notes

Thank you for taking the time to watch this tutorial on how to adjust a tax return and wage report on e-Services for Business. Be sure to view our other tutorials demonstrating how to make a payment, get your UI Rate, and the many other actions available in e-Services for Business. Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.